

ARMY REGULATION
No. 612-205

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 22 April 1974

PERSONNEL PROCESSING

PROCESSING OF PERSONNEL APPOINTED TO SERVICE ACADEMIES AND
ACCOUNTABILITY OF ARMY PERSONNEL

Effective 1 June 1974

This is a revision and changes are made throughout. Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to HQDA (DAPC-EPP-P), 2461 Eisenhower Avenue, Alexandria, VA 22331. Other commands will furnish one copy of each to the next higher headquarters.

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1. Purpose. This regulation prescribes administrative procedures for the processing and strength accounting of US Army members and civilian personnel appointed to cadet or midshipman status at the US Military Academy, Naval Academy, Air Force Academy, or Coast Guard Academy. It also provides certain administrative instructions concerning enlisted personnel from other services appointed to cadet status at the US Military Academy.

2. Authority. Sections 516, 651 and 4348(b) title 10, United States Code.

3. Admission processing. *a. Active duty Army personnel.*

(1) *Unit of assignment.* Commanders of active duty personnel who receive official notice of entitlement to admission to the US Military Academy, US Military Academy Preparatory School, Naval Academy, Naval Academy Preparatory School, Coast Guard Academy, Air Force Academy, or Air Force Academy Preparatory School will issue PCS orders assigning the individual to the appropriate holding facility and, except for the US Military Academy, with station at the academy or preparatory school shown in table 1. Regardless of any delay en route authorized, personnel must report on the date contained in the reporting directive. Strength accounting will be accomplished in accordance with procedures in paragraphs 1-7 and 3-14 and table 3-6, AR 680-1.

(2) *Personnel records.* Personnel records will be maintained by the holding facility.

(3) *Pay and allowances.*

(a) Active duty pay and allowances will be paid through the date before the day the cadet or midshipman appointee is regularly admitted to the appropriate academy. (See table 5-1-1, DOD Military Pay and Allowances Entitlements Manual (DODPM).)

(b) Lump sum payment is authorized for unused leave accrued through the day preceding the date the appointment was accepted. See table 4-4-3, DODPM. Any unliquidated advance leave becomes excess leave on the day before the date the cadet or midshipman appointee is regularly admitted to the appropriate academy and must be recouped as required by paragraph 10305, DODPM.

(4) *Personnel accountability.*

(a) Personnel accepted for appointment to the US Military Academy will be reported on morning reports in accordance with AR 680-1.

(b) Personnel accepted for appointment to academies other than the US Military Academy will be reported on the morning report of the USA Student Detachment, Fort Benjamin Harrison, IN, under one of the following headings: Naval Academy students, US Coast Guard Academy students, or US Air Force students.

(c) Personnel appointed as cadets or midshipmen of the service academies are not chargeable to the strength of the Army while serving in such status. Accordingly, upon initial appointment as cadets or midshipmen, action will be taken as

✓ *This regulation supersedes AR 612-205, 16 June 1971.

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indicated in (a) or (b) above to drop them from the Army strength, using the appropriate code prescribed in AR 680-29. Since the term of service of such personnel is not terminated by appointment as cadets or midshipmen, it will be necessary to report their separation from this term of service on the morning report upon expiration thereof.

★(5) *DD Form 214*. Report of Separation from Active Duty (DD Form 214) will be prepared upon expiration of term of service.

(6) *Expiration of term of service while in cadet status*. Any enlisted man whose term of enlistment or induction expires while in cadet or midshipman status will be promptly released from active duty in his enlisted status and transferred to a Reserve component. His records will continue to be maintained by the holding facility. The release from active duty orders will outline the service obligation remaining and will clearly state that the enlisted man is currently a cadet (midshipman) of the USMA (Naval Academy, USCGA, or USAFA). Upon commissioning of the graduate, the service obligation will become void. However, if the former enlisted man does not graduate, or is not commissioned, he will be subject to the remainder of the service obligation as stated in the release from active duty orders.

b. Non-active-duty (Reserve component) personnel.

(1) *Entitlement to admission*. When a member *not on active duty* is determined to be entitled to admission to the US Military Academy, Naval Academy, Air Force Academy, or Coast Guard Academy, a notice to that effect is sent directly to him. This individual will not be assigned to a holding facility, as is his active duty counterpart; he is authorized to proceed directly to the Academy.

(2) *Report of admission*. When, in the admission processing of new cadets, the Superintendent, US Military Academy, learns of a new cadet's membership in any Reserve component of the Armed Forces, he will furnish the fact and date of appointment to the appropriate contact office shown in table 2.

(3) *Personnel records*. The records of non-active duty US Army Reserve personnel will be sent to the organization to which assigned or attached for administration. (See para. 2-3a (4), AR 640-10 and para. 2-29, AR 140-10.)

4. Relief of cadets with enlisted status from the US Military Academy. In the process of relieving personnel with enlisted status from the Corps of Cadets, the Superintendent will take the following actions:

a. Relief for reasons other than physical disability.

(1) *For all personnel, except those being commissioned.*

(a) Authorize leave of absence without pay and allowances, if desirable and practicable, pending completion of the separation and inform the cadet that instructions relating to his future enlisted status will be issued by his parent service. If the individual is other than US Army, report the pending separation to the parent service.

(b) Revert the cadet to his former status for completion of any prior service obligation. If this obligation is less than the obligation incurred as specified in (d) below, the provisions of that paragraph will apply.

(c) If separation action is initiated before the commencement of the third academic year (junior year) and prior-service obligation has been completed, the cadet will be released from active duty and transferred to the appropriate Reserve component (table 2) for completion of a 6-year obligation.

(d) If separation action is initiated after the commencement of the third academic year (junior year), the individual will be released from active duty and transferred to the appropriate Reserve component in an enlisted status and may be ordered to active duty for not less than 2 years. Any first classman (senior) who completes the course of instruction and declines an appointment as a commissioned officer will be released from active duty, transferred to the appropriate Reserve component in an enlisted status, and ordered to active duty for 4 years.

(e) When separation occurs as a result of deficiencies which are not considered willful, the active duty provision may be waived.

(f) When separation occurs because of unfitness or unsuitability, the cadet will be discharged in accordance with chapter 13, AR 635-200.

(2) *For personnel who have completed 2 or more academic years and have a remaining service obligation.* The Superintendent will issue orders assigning the former cadet to the appropriate US Army reception station (USARECSTA). Special instructions will state that the commander of the USARECSTA will determine if MOS training is required and will request training assignment instructions from the Commanding General, US Army Military Personnel Center (table 8-1, AR 614-200).

(3) *For personnel who entered from an active duty status.* Report the relief to the commander of the holding facility or the unit specified by the

parent service for appropriate action. The report will include the effective date of appointment, if appropriate, and a record of disenrollment (DD Form 785, Record of Disenrollment From Officer Candidate-Type Training). A detailed report of facts and circumstances and any supporting evidence, together with recommendations deemed appropriate, will also be furnished when a cadet is dismissed for reasons which could result in an administrative type discharge from enlisted status.

(4) *For personnel who entered from a Reserve component status.* Report the relief of all cadets, except as specified in (a) and (b) below, to the respective contact office.

(a) Report the relief of members of the US Army Reserve to the Commander, US Army Reserve Component Personnel and Administrative Center, ATTN: AGUZ-RMD, 9700 Page Boulevard, St. Louis, MO 63132. The report will include the full name, SSN, home address, total number of months enrolled, effective date of termination of cadet status, record of disenrollment (DD Form 785), Report of Separation from Active Duty (DD Form 214, Copy 2), and if available, Reserve MPRJ; or in the case of residents of Hawaii, to the US Army Reserve Control Group (Annual Training), US Army Pacific, APO San Francisco 96558, to complete his military service obligation. Orders will indicate the total number of months enrolled in the US Military Academy before termination of cadet appointment.

(b) Report the relief of members of the US Naval Reserve to the Commander, US Naval Station, Brooklyn, NY 11201.

(5) *For personnel who entered from a civilian status.* A cadet initially appointed from a civilian status whose cadet appointment is terminated before graduation will—

(a) If separation action is initiated before commencement of the third academic year, be discharged from the service and reported to the Selective Service.

(b) If separation action is initiated after commencement of the third academic year (junior year), be released from active duty and transferred to the appropriate Reserve component in an enlisted status and may be ordered to active duty for not less than 2 years. Any first classman (senior) who completes the course of instruction and declines an appointment as a commissioned officer will be released from active duty, transferred to the appropriate Reserve component in an enlisted status, and ordered to active duty for 4 years.

(6) *For personnel commissioned upon graduation.* The appropriate contact office, or the Commander, First United States Army, ATTN: AFKA-PA-R, Fort George G. Meade, MD 20755, or the Commander, US Naval Station, Brooklyn, NY 11201, will be notified of the commissioning of all cadets who may not have fulfilled their Reserve obligation. This notification will permit the closing out and retirement of personnel records.

b. Relief by reason of physical disability.

(1) *For personnel who entered from an active duty status.*

(a) Order the cadet before a medical board. The board will evaluate a cadet with US Army enlisted status for retention in cadet status. The report of the medical board proceedings will be forwarded to HQDA (DAPC-PAP-M), 200 Stovall Street, Alexandria, VA 22332, for approval.

(b) Separate from the Corps of Cadets those individuals found to be physically disqualified for retention in cadet status.

(c) Process for separation in accordance with AR 635-40 cadets with US Army enlisted status found to be physically disqualified for retention on active duty.

(d) Process for retention on active duty, in accordance with paragraph 6, cadets with US Army enlisted status found to be physically qualified.

(e) Report to the appropriate contact for the parent service, together with an approved copy of the report of the medical board proceedings, the separation from cadet status of personnel from other services.

(2) *For personnel who entered from a Reserve component or civilian status.*

(a) Order the cadet before a medical board. The board will evaluate the cadet with US Army enlisted status for retention in his Reserve component status, in accordance with AR 140-120, as well as retention in cadet status. The report of medical board proceedings will be forwarded to HQDA (DAPC-PAP-M), 200 Stovall Street, Alexandria, VA 22332, for approval.

(b) Separate from the Corps of Cadets individuals found to be physically disqualified for retention in cadet status. US Army reservists found to be physically disqualified for retention in active status in their Reserve component will be returned to that component for separation by reason of medical unfitness. A copy of the approved medical board proceedings will be forwarded to the appropriate contact office as noted in a(3) above. Cadets found to be physically

qualified for retention in or assignment to a Reserve component status will be processed in accordance with *a*(4) above.

c. Ready Reserve obligation. Disenrolled cadets who are to be transferred to the US Army Reserve will be advised of their Ready Reserve participation requirements outlined in AR 135-90 or AR 135-91, as appropriate.

5. Relief of US Army personnel from service academies other than the US Military Academy by reason of physical disability. Enlisted members of the US Army released from cadet or midshipman status at academies of other services for physical disability will be reported by the academy superintendent to the appropriate holding facility for disposition. Since the physical disability may not be sufficiently severe to warrant separation from enlisted status, the individual will appear before a medical board for determination of his physical fitness for retention in active status. The provisions of AR 635-40 apply in the case of active duty personnel. Paragraph 10, AR 140-120 applies in the case of members who entered from a Reserve component status.

a. Active US Army personnel physically disqualified for retention on active duty in the Army will be processed for separation in accordance with AR 635-40.

b. Active US Army personnel physically qualified for retention on active duty will be returned

to duty in an enlisted status in accordance with the provisions of paragraph 6.

c. Reserve component personnel physically disqualified for retention in an active status in their Reserve component will be returned to that component for separation by reason of medical unfitness. A copy of the approved medical board proceedings will be forwarded to the appropriate contact office as noted in paragraph 4*a*(4).

d. Reserve component personnel physically qualified for retention in an active status in a Reserve component will be reported as outlined in paragraph 4*a*(4).

6. Disposition of enlisted personnel relieved from service academies for reasons other than physical disqualifications. *a.* The Superintendent, US Military Academy, and the commander of each holding facility will report Army personnel relieved from cadet or midshipman status for assignment in accordance with chapter 8, AR 614-200, when appropriate. The Superintendent, US Military Academy, will issue necessary orders upon receipt of assignment instructions.

b. The Superintendent, US Military Academy, and the commander of each holding facility will report personnel of other services to the commander of the appropriate service for assignment.

c. US Army personnel with less than 3 months remaining to normal ETS will be processed as prescribed in paragraph 5-16, AR 635-200.

Table 1. Holding Facilities For Active Army Students

<i>Holding facility</i>	<i>Academy or preparatory school</i>
Cadet Detachment, 1st Battalion, 1st Inf (W1FB01X) US Military Academy, West Point, NY 10996	US Military Academy, West Point, NY
USA Student Detachment (W30U1BX) Fort Benjamin Harrison, IN 42616	US Military Academy Preparatory School, Fort Belvoir, VA
USA Student Detachment (W30U1BX) Fort Benjamin Harrison, IN 42616	US Coast Guard Academy, New London, CT
USA Student Detachment (W30U1BX) Fort Benjamin Harrison, IN 42616	Naval Academy, Annapolis, MD (Applicable for Naval Academy Preparatory School, Bainbridge, MD).
USA Student Detachment (W30U1BX) Fort Benjamin Harrison, IN 42616	US Air Force Academy, CO 80840 (Applicable for Air Force Academy Preparatory School, CO 80840).

Table 2. Contact Offices For Reserve Component Personnel

<i>Component</i>	<i>Contact office</i>
National Guard (Army or Air).	Adjutant General of the appropriate State.
US Army Reserve:	
Unit personnel.....	Commander of the Army area having jurisdiction of the reservists.
Non-unit personnel.....	Commander US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132, or for residents of Hawaii: Commander, US Army Hawaii APO San Francisco 96557.
Naval Reserve.....	Chief of Naval Personnel Department of the Navy Washington, DC 20370.
Marine Corps Reserve.....	Commandant of the Marine Corps Headquarters, US Marine Corps Washington, DC 20380.
Air Force Reserve.....	Commander Air Reserve Personnel Center 3800 York Street Denver, CO 80205.
Coast Guard Reserve.....	Commandant US Coast Guard Washington, DC 20591.

The proponent agency of this regulation is The US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to HQDA (DAPC-EPP-P) 2461 Eisenhower Avenue, Alexandria, VA 22331.

By Order of the Secretary of the Army:

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